

## What's Inside...

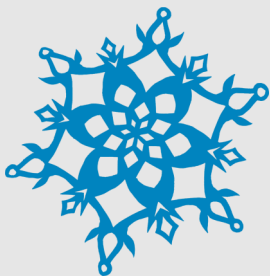
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### December Social

All members are invited!

December 5, 2019  
 4:00 pm to 6:00 pm MT

Lady J's Restaurant & Catering



## Navigate Your Career With This Advice

Prospering at work in the long term can seem challenging, but it's definitely possible with the right approach. The Elite Daily website offers this advice for staying at the top of your game:

- **Avoid gossip.** You want to be friendly, and you're curious about your co-workers, but don't listen to or share gossip about the people you work with—it erodes trust and poisons the atmosphere. If you have information about a serious infraction, talk to your supervisor. Otherwise, keep your mouth shut and focus on your work.
- **Maintain a healthy work/life balance.** Hard work is essential to career success, but don't neglect your physical and mental health. Take regular breaks and vacations to refresh and recharge. You'll avoid burnout and stay productive for the long haul.
- **Don't complain.** Nobody likes a whiner. Obviously, if you see something wrong you should speak up, but otherwise learn to go with the flow. Complaints and excuses will mark you as undependable.
- **Pay attention.** Don't focus solely on your job. Learn all you can about your organization and industry. Ask questions, read up, and observe how other successful people operate so you can emulate them.
- **Maintain boundaries.** You should strive to have a friendly relationship with your co-workers and managers, but don't take it too far. Getting too personal can lead to inappropriate behavior, even if it's well-intentioned. Don't overshare, and let people know when you're not comfortable hearing their personal secrets and stories.

*(Continued on page 3)*

## Are You Attending SAHRA in December?

Our annual SAHRA Social will be held in December! There is no charge for members to attend. Please RSVP for the meeting by clicking: [here](#) . ■



## Like us on Facebook!

SAHRA is on Facebook! For updates and reminders on SAHRA events and activities, LIKE us on Facebook.



### **Society for Human Resource Management**

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### **Thank You!**

Thank you for your contributions to this edition of the SAHRA Newsletter.

### **Southwest Area Human Resource Association**

This newsletter is a publication of the Southwest Area Human Resource Association Chapter #0571  
PO Box 132 • Dickinson ND 58601  
<http://ndsahra.shrm.org>  
Newsletter Editor: Carrie Zubke

## President's Message



## Treasurer's Report

Southwest Area Human Resource Assoc  
November, 2019

New Statement Balance				\$13,896.68
Current Checks / Deposits		Interest earned		\$0.12
#614	10/25/2019	Lady J's	Meals (anniversary month)	(\$259.00)
	10/25/2019	Deposit	Membership dues	\$150.00
	10/25/2019	Deposit	Meals Reimb (anniversary month)	\$249.00
Compare to ending bank statement balance		\$14,036.80		
Outstanding Checks / Deposits	11/26/2019	Dickinson Area Chamber of Commerce	Membership dues	(\$150.00)
#616	11/26/2019	Melissa Stoltz	Membership month prizes (\$100) and meals (\$74.84)	(\$174.84)
#617	11/26/2019	Carrie Zubke	Membership month prizes (\$196.59); SHRM State Conf Foundation (\$115.50)	(\$312.09)
#618	11/26/2019	April Frank	Early membership renewal prize (\$50.00), speaker lunch (\$12.00), office supplies (\$6.13)	(\$77.33)
#619	11/26/2019	Lady J's	Member Social down payment	(\$375.00)
#620	11/26/2019	Carissa Suter	SHRM Leadership Conf exp (Wash,DC)	(\$709.12)
	11/29/23019	Deposit	Membership dues, meal reimb	\$1,392.00
TOTAL:				\$13,630.42

# SAHRA Board Minutes

November 14, 2019

Board Members present: Carrie Zubke, Krissy Kilwein, April Frank, Amanda Pearson, Melissa Stoltz, Alison Johnson, and Kathleen Obritsch. Guests: Marie Bittner and Amber Beld.

October & November Treasurer Report: Motion by Carrie Zubke; second by Alison Johnson; motion carried.

September Board Meeting Minutes: Motion by Amanda Pearson; second by Carrie Zubke; motion carried.

Committee Reports: NONE

OLD BUSINESS:

Nomination committee has three individuals to present for nomination to the members for three open board positions. Positions and nominee as follows:

Diversity Director: Amber Beld

Marketing Director: Krissy Kilwein

Workforce Readiness Director:  
Kathleen Obritsch

December 5, 2019 will be the Annual Member Social at Lady J's from 4-6 pm. We will be serving appetizers,

cash bar, early bird membership drawing, door prizes and more.

CLIF report is due on December 1, 2019. April will be submitting once elections of new directors is complete today.

SAHRA Board will have a Strategic Planning Session at American Bank Center on November 18, 2019 from 11 am – 2 pm.

NDSHRM Leadership Conference will be held in Fargo on December 9-10, 2019.

NEW BUSINESS:

Board discussed changing the board meeting layout. Will discuss further at strategic planning session.

If any board members have topics to add to Strategic Planning Agenda, please let Carissa know.

Speaker Gifts have been received; April is storing a box of 25 and Carrie has another box at American Bank Center.

Meeting Adjourned at 11:25 am. ■

Submitted by Marie Bittner

(Continued from page 1)

- **Leave your ego at home.** You're at work to do a job, not to reap personal glory. Focus on what you have to do to help your co-workers and organization succeed, not on getting the credit for your own success. You'll be seen as a team player—someone who can be trusted and relied on to support the goals of your organization. ■

First Draft  
December 2019

## Southwest Area Human Resource Association Board of Directors

### President:

Carissa Suter, SHRM-CP  
McKenzie Electric Cooperative, Watford City  
csuter@mckenzieelectric.com | 701-870-4110

### Past President / SHRM Foundation Director:

Sarita Haag  
Continental Resources, Inc., Dickinson  
sarita.haag@clr.com | 701-764-6582

### President Elect / Legislative Director:

April Frank, PHR, SHRM-CP  
Dry Bulk Rentals, LLC, Dickinson  
aprilhouseholder@yahoo.com | 701-590-2900

### Secretary-Treasurer:

DeEil Jordre  
Marathon Petroleum, Dickinson  
dmjordre@marathonpetroleum.com | 701-456-6912

### Certification Director:

Carrie Zubke, SPHR, SHRM-SCP  
American Bancor, Ltd., Dickinson  
czubke@weareamerican.com | 701-483-3287

### Community Relations Director:

Amanda Pearson, SHRM-CP  
Patterson-UTI Drilling Company, Dickinson  
amanda.pearson@patenergy.com | 701-260-2852

### Diversity Director:

Alison Johnson  
MHA Nation / Three Affiliated Tribes, New Town  
alisonmjohnson33@gmail.com

### Membership Director:

Melissa Stoltz, SHRM-SCP  
a\_mstoltz@yahoo.com | 701-260-3729

### Program Director:

Lynae Harper, SHRM-CP  
Whiting Oil and Gas, Dickinson  
lynae.harper@whiting.com

### Public Relations / Technology Director:

Krissy Kilwein  
Dickinson State University, Dickinson  
krissy.kilwein@dickinsonstate.edu | 701-483-2530

### Workforce Readiness Director:

Kathleen Obritsch  
Dickinson State University, Dickinson  
kathleen.obritsch@dickinsonstate.edu | 701-483-2541

# SAHRA Meeting Minutes

November 14, 2019

Members: Krissy Kilwein, Melissa Stoltz, Alison Johnson, April Frank, Amber Beld, Marie Bittner, Amanda Pearson, Kathleen Obritsch, Danita Tysver, Aimee Kovash, Kristen Coleman, Rebecca Howe, Alyssa Baranko, Sara Turner, Jan Murtha, Dorene Lorge, Kim Volk, Jen Messer, Shelly Hanson, Linda Krebs, Mary Anderson, Alli Engelhardt, Tiffany Benner.  
Guests: Tina Schmidt, Dessie Calihou, Sarah Wallace, Ashley Swanson

November Meeting Minutes: Motion to approve by Marie Bittner; second by Aimee; motion carried.

OLD BUSINESS: None.

## NEW BUSINESS:

Election of Officers:

Diversity – Amber Beld

Marketing: Krissy Kilwein

Workforce Readiness: Kathleen Obritsch

Carrie Zubke made a motion that all nominations cease and we cast a unanimous ballot for the nominated positions. Robert's

Rules "Election by Acclamation" Clause used; the chair declares the one nominee elected for each position.

DSU Survey- workforce & training survey (dual mission project) – the link was in the November newsletter and the deadline for responses is Monday, November 18th.

Dickinson Backpack Program – we had three sessions to fill and all have been filled with volunteers. The three sessions included: Thursday, October 24<sup>th</sup>, Thursday, November 14<sup>th</sup> and Tuesday, November 26<sup>th</sup>. Thank you to those who volunteered their time to help this program.

Membership Month Basket Drawing: Winners of the baskets were Kathleen Obritsch, Krissy Kilwein, Mary Anderson, Amber Beld, Jen Messer and Becky Howe.

SAHRA will have their Annual Member Social on December 5, 2019 from 4 pm to 6 pm MT at Lady J's. Watch the newsletter and email blasts for more updates on this event.

November Meeting Speaker: Jan Murtha ■

Submitted by Marie Bittner



## SAHRA's 2019 in Review

- 9 chapter meetings
- 9 speaking engagements
- 9 re-certification credits
- 8 HR topics: wellness initiatives, labor market information (2 presentations), Workforce Safety & Insurance overview, ADA compliance, cancer support services, tips to lower health care costs, diversity discussion, and risk management from a legal perspective
- 12 monthly newsletters with HR news and information
- Numerous "Quick Update" e-mail blasts to keep you up to date with HR happenings
- Access to other HR professionals in the community ■

Opportunities don't happen;  
you create them.

—Chris Grosser

## SHRM Membership Promotion

Use code **STATE20** through  
12/31/2019 to renew your SHRM  
Membership and save \$30!

Renew your 2020 membership prior to the dues  
increase which is effective January 1, 2020.

## Backpack Volunteers

We have had several SAHRA members who have volunteered for the Dickinson Backpack Program this fall. The community's commitment to helping feed children in Dickinson is something to be proud of.

Thanks to Carrie Zubke, Karen Jirges, Alyssa Baranko, DeEll Jordre, April Frank, Linda Krebs and Amanda Pearson for your time! ■



## Southwest Area Human Resource Association Holiday Social

All members are invited to attend our annual Holiday Social!

No charge for members. Guests \$10. No regular meeting will be held in December.

Thursday, December 5, 2019

4:00 pm to 6:00 pm at Lady J's

Drawings for Early Bird Membership Renewal, Year End SHRM Foundation  
and Door Prizes! Must be present to win. Cash bar available.

- BBQ Cocktail Meatballs
- Bacon Wrapped Water Chestnuts
- Sausage Stuffed Mushrooms
- Triangle Finger Sandwiches
- Arugula & Parmesan Stuffing Bites
- Artichoke & Spinach Dip with Chips
- Veggies & Dip
- Cheese & Crackers
- Mini Molten Cakes

1. Anderson, Mary-ABLE, Inc., Dickinson
2. Baranko, Alyssa-Dakota Gasification Company, Beulah
3. Beld, Amber- Baker Boy, Dickinson
4. Benner, Tiffany-Steffes Corporation, Dickinson
5. Bittner, Marie-CBIZ Benefits, Glen Ullin
6. Cloutier, Jon\*-St Luke's Nursing Home, Dickinson
7. Coleman, Kristen—Titan Energy Services, Dickinson
8. Cook, Lindsey, SHRM-CP\*, PHR- Creek Energy Services, Dickinson
9. Dennis, Chris-Keane Group, LLC, Dickinson
10. Dunn, Kari - American Bank Center, Dickinson
11. Engelhart, Allison-Southwest Healthcare Services, Bowman
12. Fetch, Cindy – Southwest Water Authority, Dickinson
13. Fox, Etta-Sax Motor Co., Dickinson
14. Frank, April, SHRM-CP, PHR\* - Dry Bulk Rentals, LLC, Dickinson
15. Fried, Tera-West River Health Services, Hettinger
16. Guetzkow, Heidi-First National Bank & Trust, Williston
17. Haag, Sarita\*-Continental Resources, Inc., Killdeer
18. Hanson, Shelly\* - Fisher Industries, Dickinson
19. Harper, Lynae, SHRM-CP\*-Whiting Oil & Gas, Dickinson
20. Haugen, Tammy-Marathon Petroleum, Dickinson
21. Honcharenko, Vicky-American Bancor, Ltd., Dickinson
22. Howe, Rebecca, SPHR, SHRM-SCP\*- Titan Energy Services, Dickinson
23. Huber, Ali-City of Dickinson
24. Huizenga, Dave-Train ND, Bismarck
25. Jahner, Rosie-ABLE, Inc., Dickinson
26. Jahner, Zach - Baker Boy, Dickinson
27. Jirges, Karen\*-Ebeltoft . Sickler . Lawyers, Dickinson
28. Johnson, Alison– MHA Nation / Three Affiliated Tribes, New Town
29. Jordre, DeEll\* - Marathon Petroleum, Dickinson
30. Kilwein, Krissy\*-Dickinson State University, Dickinson
31. Kovash, Aimee - Job Service North Dakota, Dickinson
32. Krebs, Linda, SHRM-CP\*-Stark County, Dickinson
33. Lantz, Nancy - Southwestern District Health Unit, Dickinson
34. Lengowski, Susan\*- St. Benedict's Health Center, Dickinson
35. Lorge, Dorene, SHRM-CP\*-Dakota Western Bank, Bowman
36. Mann, Allison-Ebeltoft . Sickler . Lawyers, Dickinson
37. Massad, Mary\*- SW Water Authority, Dickinson
38. Messer, Jennefer, SHRM-SCP\*- Fisher Industries, Dickinson
39. Murtha, Janilyn, SHRM-SCP\*—City of Dickinson, ND
40. Nameniuk, Shelly\*- City of Dickinson, ND
41. Oase, Matt\*-City of Killdeer, ND
42. Obritsch, Kathleen - Sysko Business Solutions, Dickinson
43. Olson, Hanna-Baker Boy, Dickinson
44. Pavlicek, Pam, PHR - Southwest Grain, Dickinson
45. Pearson, Amanda, SHRM-CP\*-Patterson-UTI Drilling Company, Dickinson
46. Reiger-Kempenich, Cindy-Sackman Electric & Controls, Dickinson
47. Simonieg, Alexandra-Keane Group, LLC, Dickinson
48. Stoltz, Melissa, SHRM-SCP\*- Dickinson
49. Suter, Carissa\*-SHRM-CP, McKenzie Electric Cooperative, Watford City
50. Turner, Sara-Dickinson Parks & Recreation, Dickinson
51. Tysver, Danita - Stark County Development, Dickinson
52. Vollmer, Sara-Train ND, Bismarck
53. Volk, Kim-Fisher Industries, Dickinson
54. Working, Suzanne-White Owl Energy Services, Dickinson
55. Zubke, Carrie, SPHR, SHRM-SCP\*- American Bancor, Ltd., Dickinson

\* - indicates SHRM National Membership

**PHR** indicates HRCI's Professional in Human Resources certification

**SPHR** indicates HRCI's Senior Professional in Human Resources certification

**SHRM-CP** indicates SHRM's Certified Professional certification

**SHRM-SCP** indicates SHRM's Senior Certified Professional certification